

Directions for Accessing Your HQ Report School Year 2007-2008

If you can not get your reports to run, call Debbie Lancaster at (605) 773-7109.

Running the Report

STEP #1: Access the reports.

PRF System MainMenu (Internet Production) - Microsoft Internet Explorer provided by

School Year **2007** District # **54002** District Name **Sisseton School District 54-2**

DOE
Anonymized

Accreditation Assurance Statement Check List

1. Click on "Actions"

Actions

District Information

Add District/School Information
Personnel Record Form
Authority to Act
Check Graduation Information
Add Bus Driver Information
Contracted SPED Personnel
Long Term Substitute Teacher
Other School Personnel
Paraprofessionals
Assignment Qualification
Teacher Vacancy
Assurance Statement

2. Click on "District Information"

3. Click on "Assurance Statement"

4. Click on either "Print HQ Report" or "Print HQ Report for Sp Ed"

☐ Personnel record forms have been submitted for all applicable personnel. [Click Here]

☐ ALL appropriate "Other School Personnel" have been reported. [Click Here]

☐ ALL appropriate teacher vacancy data has been reported. [Click Here]

☐ All bus driver information is reported. Authorized by ARS. [Click Here]

☐ Coursework meeting the high school graduation requirements.

Please place a check mark in the below boxes to indicate compliance. If documents such as birth certificates or immunization records, place a written statement in the box.

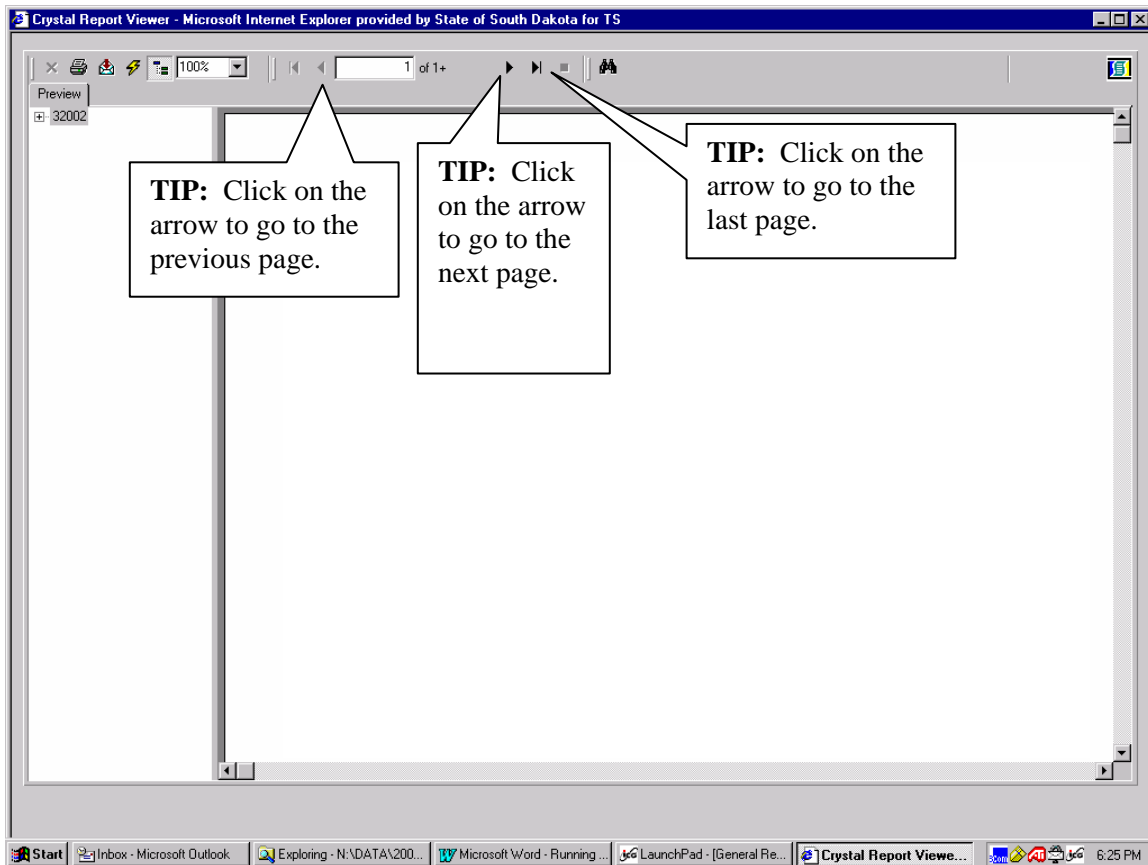
☒ Birth certificates are on file for all K-12 students.

☒ Immunization records shall be updated and on file for all students. 7.1.1.

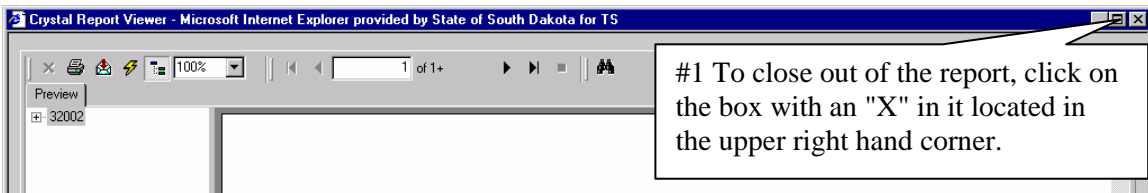
☒ Record of student health status for first-year students. 13-43-3.

Submit **Print HQ Report** **Print HQ Report for Sp Ed**

STEP #2: The report you selected will populate the Crystal Report Viewer

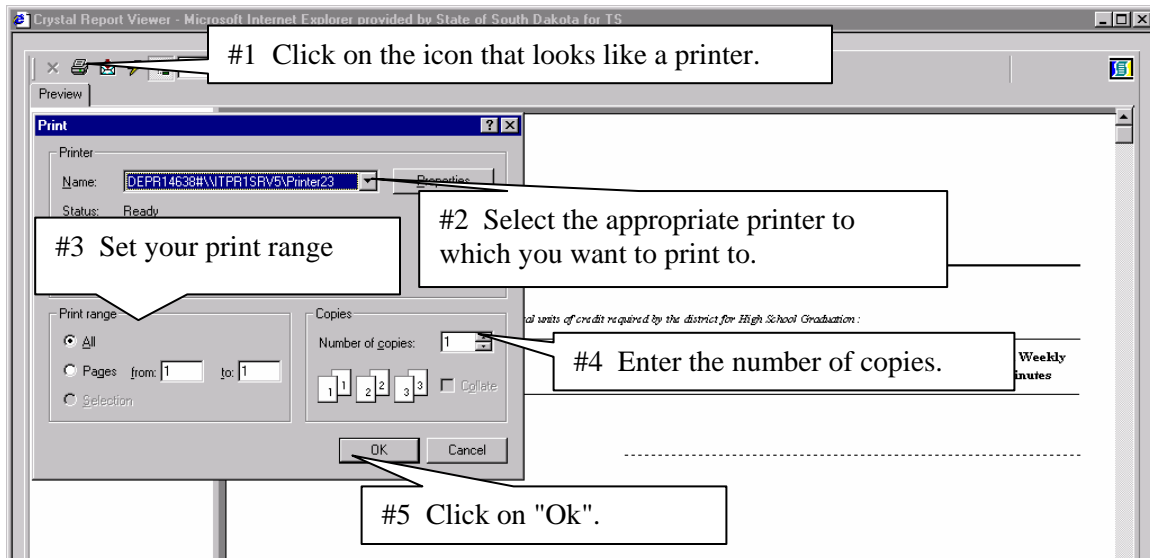


STEP #3: To close out of the report, click on the box with an "X" in it located in the upper right hand corner.



Printing a Report

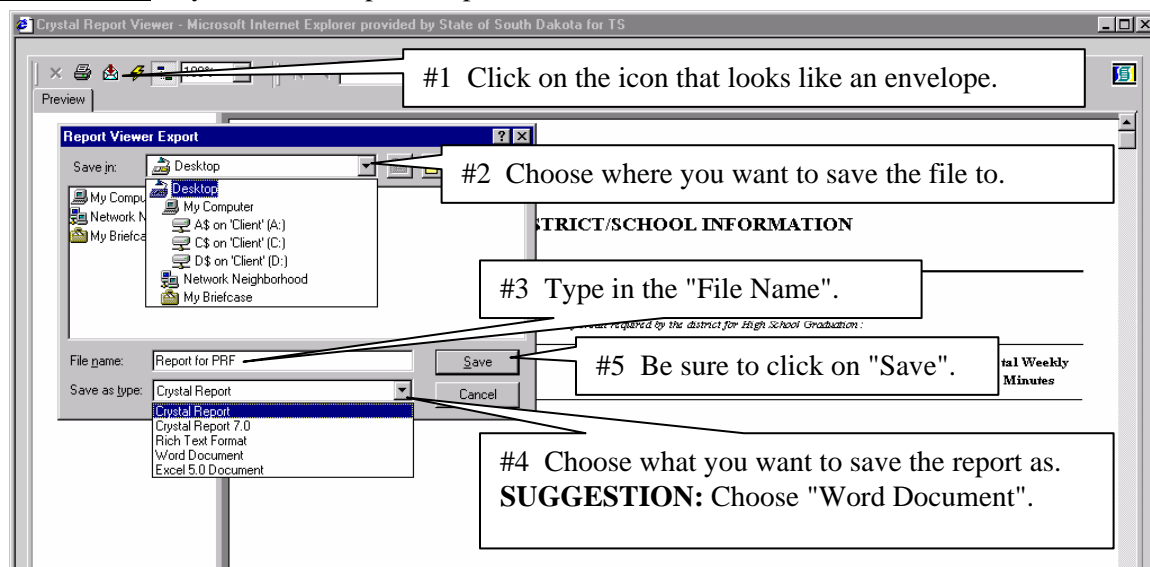
OPTION #1: If you want to print a report, follow the below steps:



1. Click on the icon that looks like a printer.
2. Select the appropriate printer to which you want to print to.
3. Set your print range. **WARNING:** If you are a larger district, you may need to set your print range (EX: First time set your print range from 1 to 30 and then 31 to 60 and then etc...) depending on the buffer size for the printer.
4. Enter the number or copies
5. Click on "OK".

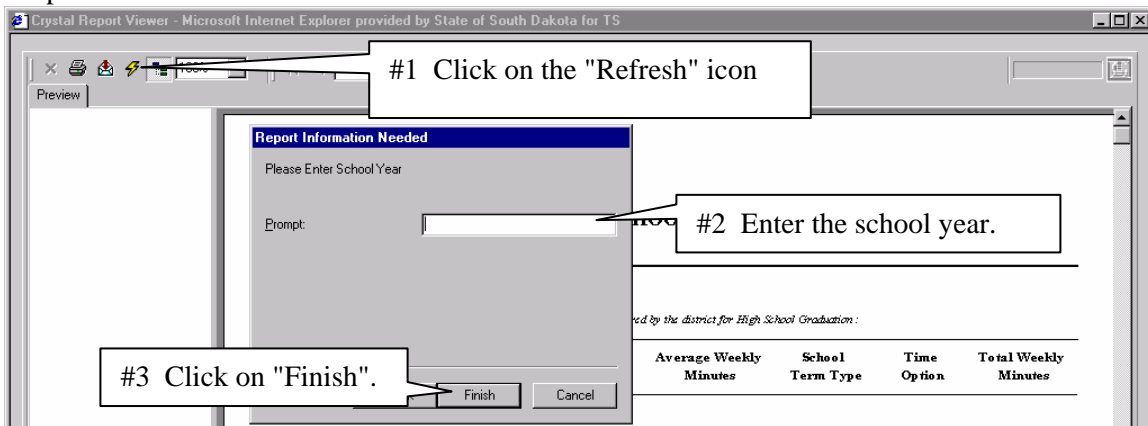
Exporting a Report

OPTION #2: If you want to export a report to Word, Excel, etc...



Refreshing a Report

OPTION #3: If you have encoded some data and want to refresh the screen, follow the below steps...



Searching for Text

OPTION #4: If you want to search for some text, follow the below steps...

